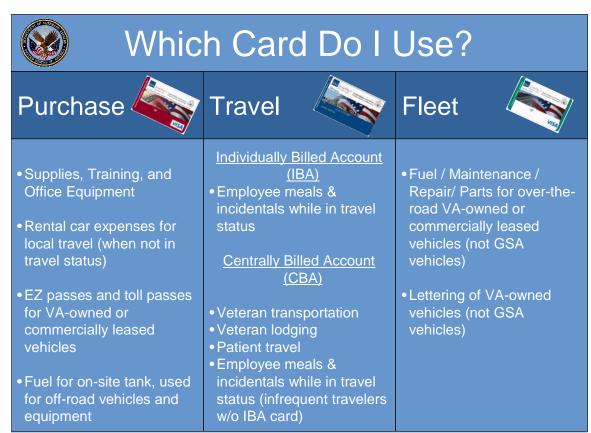
## **APPENDIX A**

Department of Veterans Affairs GOVERNMENTWIDE FLEET CARD CERTIFICATION FORM			
NOTE: Before the Governmentwide Fleet Card can be issued to the Facility Fleet Manager, the following statements must be attested to by the fleet manager, approving official, alternate approving official, fleet card coordinator and the delegating authority. Signature on this form certifies that the fleet card will be issued appropriately and the fleet manager and approving official understand the adverse actions which may be taken as a result of inappropriate or unauthorized use of the card. Please read and sign the statement below.			
VA FACILITY FLEET MANAGER			
CERTIFICATION: I certify that I have read and that I understand the policies and regulations that govern the use of the Governmentwide Fleet Card. I further certify that I will adhere to the policies and regulations governing procurement, and that failure to do so will cause the revocation of the fleet card and delegation of procurement authority.		TYPE NAME OF FACILITY FLEET MANAGER	
		SIGNATURE OF FACILITY FLEET MANAGER	DATE SIGNED
VA APPROVING OFFICIAL STATEMENT			
CERTIFICATION: I certify that I have read and that I understand the policies and regulations that govern the use of the Governmentwide Fleet Card and my associated responsibilities as the facility fleet manager's Approving Official. I		TYPE NAME OF APPROVING OFFICIAL	
further certify that I will adhere to the policies and regulations governing procurement, and that failure to do so will cause the revocation of approving official authority.		SIGNATURE OF APPROVING OFFICIAL	DATE SIGNED
VA ALTERNATE APPROVING OFFICIAL STATEMENT			
CERTIFICATION: I certify that I have read and that I understand the policies and regulations that govern the use of the Governmentwide Fleet Card and my associated responsibilities as the above facility fleet manager's Alternate		TYPE NAME OF ALTERNATE APPROVING OFFICIAL	
Approving Official. I further certify that I will adhere to the policies and regulations governing procurement, and that failure to do so will cause the revocation of approving official authority.		SIGNATURE OF ALTERNATE APPROVING OFFICIAL	DATE SIGNED
VA FLEET CARD COORDINATOR STATEMENT			
CERTIFICATION: The fleet manager is hereby notified that fleet card refresher training is required every two years, and failure to complete this training will result in the revocation of the fleet card and delegation of procurement authority. I certify that the above named fleet manager; approving official and alternate (if applicable), have successfully completed the Department of Veterans Affairs training on the use of the Governmentwide Fleet Card and meets the criteria required by Agency policies.		TYPE NAME OF FLEET CARD COORDINATOR.	
		SIGNATURE OF FLEET CARD COORDINATOR	DATE SIGNED
DELEGATION O	F AUTH	IORITY	
DELEGATION OF AUTHORITY: Upon completion of the Department of Veterans Affairs (VA) fleet card training course, and signature of the Fleet Manager, Approving Official(s), and Fleet Card Coordinator, the fleet manager named above is hereby delegated authority to procure fuel, maintenance and repair for a VA-owned or commercially leased vehicle to be paid by the Governmentwide Fleet Card. The fuel, maintenance and repair procured shall not exceed the micro-purchase threshold of \$3,000 for a single procurement and shall also adhere to the organizational responsibilities and satisfy legitimate VA requirements. All procurements shall be made in accordance with the applicable laws and regulations included but not limited to, the Federal Acquisition Regulation and the VA Acquisition Regulation. This delegation shall automatically terminate upon separation from the agency, reassignment to another office or position within the agency, or revocation of the fleet card by the Approving Official, Program Coordinator, Fiscal Officer, or Delegating Authority.			
SIGNATURE OF DELEGATING AUTHORITY			DATE SIGNED
\$INGLE PROCUREMENT LIMIT  *\$			
NOTES			

VA FORM NOV 2009 0242a Adobe LiveCycle Designer 8.1

## **APPENDIX B**



Charge Card Oversight & Travel Policy Service (CCO&TPS)